



Farmers Market Capital Development Program Tennessee Agricultural Enhancement Program

Application Guidelines - Fiscal Year 2007 - 2008

A. General Information

The purpose of the Farmers Market Capital Development Grant Program is to **increase income to Tennessee farmers by providing assistance for the establishment or improvement of farmers markets** in communities throughout Tennessee. Farmers markets provide excellent venues for the sale of locally grown, farm fresh products to consumers.

Grants are available to qualified Farmers Markets in amounts up to \$100,000. (These funds are available in addition to the Farmers Market Retail and Promotion Grant funds.) Funding is limited and grant requests are competitive.

The Tennessee Department of Agriculture is providing this opportunity through the Tennessee Agricultural Enhancement Program (TAEP). This initiative is funded through an appropriation for farm programs as proposed by Governor Phil Bredesen and enacted by the Tennessee General Assembly.

Program Timeline	
Application Deadline:	November 1, 2007
Anticipated Approval Announcement:	November 30, 2007
Project Deadline:	June 1, 2009

B. Eligibility Requirements

1. Grant funds are available to publicly owned and operated farmers markets for planning, construction or development of a new or expanded farmers market.
2. Grants must be issued through public entities such as a city or county government, local Chamber of Commerce, etc. Grants are not available for private individuals, businesses or organizations.
3. Grants are made on a 50% matching basis. The amount of the local match is a factor in grant evaluation.
4. Applications must be postmarked no later than November 1, 2007.
5. Projects must be completed and invoices submitted no later than June 1, 2009.
6. Activities must meet all state and local building, food safety, and regulatory requirements.

C. Eligible Activities

Proposed activities must be permanent or long term and serve to assist the creation, establishment or the improvement of a farmers market through the following activities:

1. Infrastructure, examples include but are not limited to:

- a. construction of buildings/sheds
- b. permanent farmers market signage
- c. architectural drawings for farmers market design
- d. purchase of property necessary for a farmers market

2. Public Use Considerations, examples include but are not limited to:

- a. central heat and air
- b. concession areas
- c. handicap accessibility
- d. lighting
- e. parking areas
- f. restroom facilities

3. Retail Considerations, examples include but are not limited to:

- a. counters
- b. loading docks
- c. refrigeration equipment (i.e., fruit and vegetable cooling equipment)
- d. permanent shelters
- e. utility sinks for fruit and vegetable sale preparation
- f. permanent display tables and shelving for sales floor

4. Ineligible activities include, but are not limited to:

- a. Administrative and overhead costs
- b. Community Festivals
- c. Give-a-way items
- d. Motorized vehicles (i.e. golf carts, forklifts, mowers, tractors, bulldozers, etc.)
- e. Building tools and equipment to be utilized for construction
- f. Paying off existing debt
- g. Travel and other travel expenses related to the day-to-day operation of the organization
- h. Salaries, wages, and fringe benefits of farmers market employees

D. Application Process

1. Complete and submit **TAEP Farmers Market Capital Development Application** by the November 1, 2007 deadline. Applications are available through the TDA Market Development office at (615) 837-5349 or via e-mail at Laura.Fortune@state.tn.us.
2. The application will be evaluated and ranked by a staff committee of the Tennessee Department of Agriculture and the applicant will be notified of approval or

disapproval for grant assistance. **Only projects approved in advance by the Tennessee Department of Agriculture will be eligible for grant assistance.** Approved projects must be completed and invoices submitted by the project deadline.

E. Application Evaluation Criteria

Only applications that are complete and include sufficient information will be considered for evaluation. Important considerations will be the overall soundness of the proposed activity's goals, objectives, local commitment, project management and work plan. As part of the evaluation process, a meeting with the applicant and/or a visit to the applicant's enterprise may be required.

Priority will be given to projects that:

1. Provide the greatest increase to Tennessee farm income.
2. Describe effectively the proposed project (new or major expansion). Provide specifications for the proposed farmers market construction including drawings and/or photographs.
3. Demonstrate 50% cost share match (i.e. federal, state, local or private financial cash participation). Preference will be given to cash match applicants. Certain in-kind expenses may be accepted if they are directly used in the construction or expansion of the market. Provide supporting documents and financial commitment letters from other grant organizations, lenders, and suppliers participating in the project.
4. Have a full-time/dedicated manager or management team and a farmer's advisory committee (or board of directors with significant Tennessee farmer participation).
5. Provide details of local grower participation as (number of vendors, products sold, etc). Describe methods by which Tennessee growers will be recruited for the market.
6. Provide detailed financial data, inclusive of other funding sources, written construction estimates, and full description of each item for which funds are requested. Two or more estimates are preferred.
7. Describe how the market is or will be promoted and anticipated total sales and number of customers per year.
8. Describe plan of work including timeline for the proposed project.
9. Provide a detailed, line-item budget.

F. TDA reserves the right to

1. Consider each funding request on a case by case basis
2. Reject any or all requests
3. Provide partial funding for specific activity components that may be less than the full amount requested
4. Provide funding contingent on receiving additional information or testimony from the applicant
5. Waive or modify minor irregularities in requests
6. Require the applicant to work with TDA to complete all aspects of the application and reporting requirements

G. Contract Process

1. A Grant Contract will be issued by TDA for each approved application. Funding is not considered approved until the applicant receives an approval letter and a fully executed copy of this signed contract. The Grantee will be required to submit various information including Substitute W-9 and ACH (Automated Clearing House) forms when the contract is approved.
2. **Any changes to the executed contract**, including changes to the approved budget, must be approved in advance and in writing by TDA.
3. The staff of TDA will monitor and evaluate each funded activity. TDA reserves the right to make site visits relating to the performance of the activity during and following completion.

H. Reporting Requirements

Following the completion of the approved grant activity, the applicant will complete a **Project Summary** and return it to TDA. The format of this report will be specified by TDA. This report must include:

1. Activity Summary
 - a. Brief description of the completed activity and its objectives
 - b. Financial impact of activity to farm income and the community
 - c. Other benefits of the activity
2. Documentation (if applicable)
 - a. Receipts of actual expenses as outlined in activity budget
 - b. Photographs of activities, equipment or facilities, built, purchased and/or installed
3. Forms
 - a. Invoice for actual amount of reimbursement based on amount authorized
 - b. The invoice must clearly relate each expenditure to corresponding approved items in the application

I. Payments

Following TDA review of the materials submitted, and if no additional information or site visits are required, the Department will process payment to the applicant.

J. Contact Information

Please direct any questions concerning this program to:

Laura Fortune, Marketing Specialist – Farmers Market Program
Tennessee Department of Agriculture
P.O. Box 40627, Holeman Building
Nashville, TN 37204
(615) 837-5349
Laura.Fortune@state.tn.us
www.picktnproducts.org



Farmers Market Capital Development Program

Tennessee Agricultural Enhancement Program

APPLICATION - FY2007-2008

(Please Type or Print Legibly)			
Date:		Office Use Only – Date Received	
APPLICANT INFORMATION			
Title of Activity:			
Farmers Market:			
Contact:		Title:	
Address:		County:	
City:		State:	Zip:
Phone:		Fax:	
E-mail:		Website:	
PUBLIC ENTITY SUBMITTING GRANT APPLICATION			
Public Entity:			
Contact:		Title:	
Address:		County:	
City:		State:	Zip:
Phone:		Fax:	
E-mail:		Website: www.	
Federal Tax ID Number:			
Type of Organization: <input type="checkbox"/> Government <input type="checkbox"/> Educational <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other_____			
SUMMARY INFORMATION-EXISTING OR PROPOSED MARKETS			
# of Vendors:		Total Annual Vendor Sales:	
# of Farm Product Vendors:		Total Annual TN Farm Product Vendor Sales:	
# of Vendors of TN Farm Products:		Annual Farm Product Vendor Sales generated from TDA Market Development assistance (PTP promotions):	
# of Farmers Market Employees	Full-time:	# of Farmers Market Volunteers:	
	Part-time:		
NARRATIVE & BUDGET			
<p>On separate paper (no more than 4 pages) provide the information requested below. It is important to give your answers in detail. This is the primary information the selection committee will have in their efforts to decide which proposals are funded. Incomplete applications will not be considered for evaluation.</p> <ol style="list-style-type: none"> Describe how the requested grant will increase Tennessee farm income. Describe effectively the proposed project (new or major expansion). Provide specifications for the proposed farmers market construction including drawings and/ or photographs. Document 50% cost share match via cash match (i.e. federal, state, local or private financial participation). In-kind resources, such as matching labor, building materials, property purchase, etc. Preference will be given to fiscal match applicants. Certain in-kind expenses may be accepted if they are directly used in the construction or expansion of the market. Provide supporting documents and financial commitment letters from other grant organizations, lenders, and suppliers participating in the project. Describe how the market will be managed. Does the market have a full-time/dedicated manager or management team and a farmer's advisory committee (or board of directors with significant Tennessee farmer participation)? 			

5. Provide details of local grower participation (number of venders, products sold, etc). Describe methods by which Tennessee growers will be recruited for the market.
6. Provide detailed financial data, inclusive of other funding sources, written construction estimates, and full description of each item for which funds are requested. Two or more estimates are preferred.
7. Describe how the market is or will be promoted and anticipated number of customers and total sales per year.
8. Describe plan of work including timeline for the proposed project.
9. Provide a **detailed, line-item budget** for the proposed activity. Indicate which items will be involved in grant funding. Use separate or additional sheets if needed, maintaining format below. Written quotes showing cost may also be used to document expenses.

Item Description	Cost	Matching Funds	TAEP Fund Request
Totals:			
Total Request for Funding:			

*I certify that all the information on this application is complete and true to the best of my knowledge and belief.
I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this organization ineligible to participate in present and/or future Tennessee Department of Agriculture programs.*

Contact Signature

Date

Mail to:

**TN Dept. of Agriculture
Attn: Laura Fortune
P.O. Box 40627
Nashville, TN 37204**

Applications must be postmarked by:

November 1, 2007

Contact:

**Laura Fortune
Marketing Specialist –
Farmers Market Program
(615) 837-5349
Laura.Fortune@state.tn.us**

OFFICE USE ONLY

Date Approved:

Amount Approved:

Notes: